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11 December 1963

MEMORANDUM FOR : Mr. Kirkpatrick *LBN*

SUBJECT : Report of Cable Secretariat Operations from
1 - 30 November 1963

1. Cables Processed

a. CIA cables processed totaled 19,272 IN cables, 6,563 OUT cables, 1,580 TD's and 3,078 miscellaneous items for a total of 30,493 work items. This represents an increase of 5,338 or 21% more than the 1962 monthly average of 25,155.

b. Non-CIA cables totaled 12,870, a decrease of 95 or 1% under the 1962 monthly average of 12,965.

c. The combined work units of CIA and non-CIA cables including miscellaneous and service requests totaled 43,363 items. The November total represents an increase of 5,245 or 14% over the 1962 monthly average of 38,118. The Cable Secretariat did a daily average of 1,445 items each 24 hours including Saturdays and Sundays.

d. 1,518 or 4% of all cables processed were furnished to the Director as compared to 1,482 or 3% for October 1963.

2. Personnel

During the month we gained two people, one clerk typist and one clerk. This gives us a total of [] people against a ceiling total of []

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3. General

a. We are now in the first steps of our program for 1964 to improve efficiency and reduce costs. The Office of Communications has put in for us on a trial basis a teletype machine which we hope to use to speed up processing and reduce costs. We are also experimenting in making two masters in lieu of one on the 914 Xerox Copier. These and other innovations may be the road to some fairly substantial savings.

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3. b. The Inspector General Staff has been making a study or inspection of the Cable Secretariat. As far as I know, they have talked to each person in the Cable Secretariat except [REDACTED] and myself. I have no indication other than fragmentary ideas as to their findings or recommendations. I imagine such items as warrant examination or comment will come out in their study.

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Cable Secretary

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